

25 August 1961

MEMORANDUM FOR: Assistant Director, Central Reference

SUBJECT : Downgrading of T/O Position No. 1385
in Document Division

1. I understand that the T/O position for the Chief of our Publications Dissemination Section is being downgraded from GS-13 to GS-12 as a result of the recent review by the Salary and Wage Division of the Office of Personnel.

2. This position was transferred from ORR to OCR as part of the ORR Reading Panel. The responsibilities have not lessened as a result of this transfer; instead they have increased. As Chief of the ORR group before it was transferred, the incumbent was responsible for the dissemination of collateral information reports and publications only within the Office of Research & Reports and in charge of the Top Secret Control within the same office. Now as Chief of the PD Publications Dissemination Section he is responsible for the dissemination of all intelligence publications to all offices in the Agency and for the Central Top Secret Control Office. His new job requires coordination of CIA's requirements for intelligence publications with all outside agencies and the several offices within the Agency. In addition the establishment of this new section within the Document Division has required a complete review of our procedures and techniques to the end that the intelligence publications be disseminated more efficiently. The Chief of this section is responsible for revising the procedures and techniques and for making them work when they are put into effect.

3. I feel that this position is certainly stronger now than it was a year ago, and I expect to add to its responsibilities in the future; for example, the dissemination responsibility for CIA Publications. Consequently, I would ask that the Salary and Wage Division re-establish the grade of this position as a GS-13.

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4. If the GS-13 grade cannot be retained for this position or it will take some time for a determination, I strongly urge that the Salary and Wage Division be asked to reconsider their position, and establish an incumbency allocation for [] especially when the grade would not have been lowered had the position remained in ORR.

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Chief, Document Division